

# CMR WEB-BASED ANNUAL REPORT HELP

## General

CMR entities are required to file the CMR annual report with the Commission (and report intrastate universal service fund assessable revenues), even though such entities are not currently subject to the intrastate universal service fund assessments. This requirement also applies to those entities with less than \$200,000 (i.e., \$200 in 000's) of Wisconsin Gross Intrastate Operating Telecommunications Service Revenue.

See Commission's web page at [http://psc.wi.gov/telecom/annlrpt/ind\\_annl.htm](http://psc.wi.gov/telecom/annlrpt/ind_annl.htm) and Rules for Reporting item at the top of the web-based form for further details.

You have 30 minutes to complete and submit your report. If you exceed this time limit, you will be required to logon and start the process over again.

**If you wish to request provisional confidential treatment of annual report information, do not click on the "Check for Errors & Submit" button on the program screen.**

Do not file a printout of the submission confirmation page, a hardcopy version of the annual report, or a signature page (containing a handwritten signature) with the Commission. If you wish to request provisional confidential treatment of annual report information, see the manual (i.e., non-Web application) filing procedures posted on the Commission's web site.

Commission staff has established a Telco Annual Report Helpdesk to facilitate implementation and functionality of the annual report program. The primary Helpdesk contact person is: Kevin Klingbeil, (Email address: [kevin.klingbeil@psc.state.wi.us](mailto:kevin.klingbeil@psc.state.wi.us)), (608) 267-9504. Email contacts are preferable; in your email, provide the following information:

1. Type of annual report (ARW, CMR, CTV, CMR, or OTH);
2. Name and employer;
3. Phone number;
4. Utility name and ID number; and
5. Nature of problem.

## Signature

Person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year.

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## **Signature (continued)**

“Utility Name” is populated from the Commission’s database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission’s Electronic Regulatory Filing System (ERF), including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

Report requires no manual or electronic “signature”.

“Date” does not contain a validation check as to whether it is correct or not; the annual report preparer is required to manually check that the signature date is appropriate.

## **Identification**

“Utility Name” is populated from the Commission’s database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission’s ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

All other information derived from prior year’s annual report; edit as necessary.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

“Web Site Address” does not include a validation check for entered data.

“Business Customers Phone” should report telephone number for potential business customers to contact the company (if service is provided to that type of customer).

“Residential Customers Phone” should report telephone number for potential residential customers to contact the company (if service is provided to that type of customer).

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## **Primary Utility Contact (located at utility address)**

All information derived from prior year's annual report; edit as necessary.

Mailing/PO Box address should agree with address shown in Identification section.

"PO Box" does not include a validation check for entered data.

"State" does not include a validation check for two-character abbreviation.

## **Officer in charge of correspondence concerning this report**

All information derived from prior year's annual report; edit as necessary.

"PO Box" does not include a validation check for entered data.

"State" does not include a validation check for two-character abbreviation.

## **Contact Person for Regulatory Inquiries and Complaints**

All information derived from the prior year's annual report; edit as necessary.

"PO Box" does not include a validation check for entered data.

"State" does not include a validation check for two-character abbreviation.

## **Assessable Revenues**

For lines 1a and 2a, use Enter key to create new lines in text box.

For line 2b, report assessable revenues for intrastate universal service fund (USF) assessment purposes **to the nearest thousand dollars**. (Example: \$130,000 should be reported as \$130.) Use the definitions contained in the "Assessable Revenue Definitions" item at the top of the screen of the web-based form when entering the intrastate USF assessable revenue amount **in 000's**.

Additional details concerning assessable revenue information are available in a document titled "Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" located on the Commission's web page.

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## **Annual Report Notes (if applicable)**

Use Enter key to create new lines in text box.

An official name change must be filed separately with the Commission via the Commission's ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in this section of the report. Additional information on this subject is included in the Rules for Reporting.